

21 August 1953

MEMORANDUM FOR: DIRECTOR OF TRAINING

VIA: Assistant Deputy (Inspection and Security)

SUBJECT: Non-CIA Training for Miss [REDACTED] *in folder*

REFERENCE: CIA Regulation [REDACTED] paragraph 2

25X1A9a

25X1A

It is requested that non-CIA training be approved for Miss [REDACTED] 25X1A9a
The information requested in paragraph 2 of referenced regulation
is as follows:

25X1A9a

a. [REDACTED] GS-5, WE [REDACTED]

25X1A6a

b. Speedwriting School of American Institute
1406 G Street N. W., Washington, D. C.

c. Shorthand lessons.

d. The fee provides for 12 to 14 weeks instruction two evenings a week from 6:15 to 9:15 with certain hours set aside for typing practice for those students who need it. The institute also guarantees that, once the fee is paid, if training is interrupted, students may go back at any time and finish the course, take a refresher course or transfer to any other speedwriting school without additional cost. The institute guarantees 120 words per minute by the end of the course. Courses begin every Monday. (*Institute does not guarantee 120 words*)

e. Total cost not to exceed \$95.00 plus cost of books \$15.30. TOTAL: \$110.30

25X1A

f. The position in the field requires a qualified secretary with a detailed knowledge of the [REDACTED] projects and a sufficient proficiency in [REDACTED] 25X1A
[REDACTED] to be able to copy and translate the language.

25X1A

g. The Division intention to utilize subject in essentially the same position she now holds in Headquarters, her knowledge and ability to speak, read, and write [REDACTED] will provide the station with an experienced secretary in the [REDACTED] section of the station. This together with her knowledge of the [REDACTED] projects affords us the service of a person believed to be exceptionally qualified for this position.

25X1A

25X1A9a

NO SECURITY OBJECTIONS

Employee will make no reference to, or discuss his CIA connection, assignment or duties while participating in above

6 Oct. 53

h. Subject has started classes and feels, since the Agency has no facilities for teaching beginning shorthand, that the speedwriting course will be the only way she will be able to learn shorthand in the time left while processing for overseas duty. Subject has checked on Gregg shorthand classes but the earliest class begins on next October 1st.

[REDACTED] 25X1A9a

Chief, WE

APPROVED: for

FOIAb3b [REDACTED]

MATTHEW BAIRD
Director of Training

Concurrence:

25X1A9a [REDACTED]

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